Message Form

To:	Message Center Use Only
From:	Incident:_____
Date & Time:	Date:_____
	Time:_____
	☐ Incoming ☐ Outgoing

Message Text

Action Taken

USE CLEAR CONSISE TEXT

NOTE: City of Plano CERT forms may be found on the City's CERT website. 4/18/2008

Examples: assignment completed; additional resources needed; unable to complete; special information; status update